



# What to report?

Information sheet: [OHS introduction 030](#)

 De informatie: "Wat moet ik melden" is ook in het [Nederlands](#), beschikbaar.

## Information for employees and students working at the Faculty of Science (W&N)

In case of changes in work performed under a permit or in your work location, and for some changes in your personal life, it is very likely that there will be administrative matters in the background that need to be addressed. This AMD information sheet describes matters that must be reported, as well as matters that we suggest to report in your own interest.

### 1 When to read this?

Not everything needs to be reported. However, small changes will often have large consequences that are not immediately obvious. The work you perform often affects, and is affected by permits. An example is [room classification](#). ML-I labs, for example, require notification at the West-Holland Environmental Administration Bureau ("Omgevingsdienst West-Holland") for the Leiden district. This bureau also needs to know what type of work is performed in every classified lab. Therefore, even a change that looks simple at first glance, often requires much more than simply changing the sign on the door.

Another example: If you are an emergency responder or evacuation officer and you are going to work somewhere else, a local lack of safety personnel may arise. Therefore, it is also necessary to report changes in your working location.

Finally, you should know that some personal changes may affect the work safety. If, for example, you (temporarily) take medicines that come with a warning against the use of heavy machinery (or driving), you should report this to your superiors, so they can take this into account, and take measures. This does *not* only apply to lab technicians but also to you if, for example, you drive a company van. Another example is if you are planning to have children in the near future. Some chemicals form a risk even before you yourself know you are pregnant. Therefore, in such cases it is in your own interest to inform your superiors.

A summary with [direct links to forms](#) and contact information can be found at the bottom of this PDF, in chapter 5.

#### **"What to report?" For everyone who is or may be involved in:**

- ✓ **Incidents**, near incidents, and dangerous situations ([link](#))
- ✓ **Changes in work location** of, among others, emergency responders, evacuation officers, lab supervisors, ACPs (OHS contacts), VMs
- ✓ **New activities** (affecting environmental permits)
- ✓ **Moving** of work groups
- ✓ **New room classification** (laser, magnet, biohazard, etc.)
- ✓ **GMOs** (new employee, new vector, different host, etc.)
- ✓ **Radiation** (new employee or device with source)
- ✓ **Synthetic nanomaterials** (regarding the risk assessment project)
- ✓ **Personal circumstances** that may affect your functioning

## 2 Unsafe situations, incidents, and accidents

*Obviously, when immediate help of the fire brigade or an ambulance is needed, you must call the internal alarm number indicated on the orange sticker on every mainline telephone first. See [AMD-information sheet A040](#).*

The Dutch Working Conditions Act states that every employee, student, or guest is obliged to report unsafe situations, incidents, and accidents to the organization. By reporting you can ensure that the situation will be investigated with the aim of removing its causes and preventing new similar reports in the future. In case of occupational accidents with (potential) hospitalization, lasting injuries, or worse, the AMD has to be informed immediately. In all other cases you can fill in the [report form](#) on the VGM website. [More background information](#) on reporting and the analysis of unsafe situations, incidents, and accidents can be found on the VGM website.

## 3 Physical and mental well being

*Do you need advice on your workplace or help in correctly adjusting your workplace? Please use the [electronic application form for adjusting your workplace \(link\)](#).*

### 3.1. Health

The risks of Complaints of the Arms, Neck, and/or Shoulders (CANS, former RSI) may occur inside, as well as outside of the laboratory. The fact that you run the risk of CANS when doing a lot of computer work is often well known, but also consider pipetting, or working with a microscope. If your general practitioner has established CANS, please report this to the organization through your superior. Often, simple changes in your workplace may prevent worse. If you want more information, you can contact the AMD. On the VGM site you can read [more about CANS](#).

Some personal matters may influence the safe and healthy performance of your work. This is true in particular in a laboratory facility where interaction may occur with one of the many sources of risk present.

Consider, for example, the presence of strong magnets that may affect the functioning of electronic implants. But it may just as well be problems at home that form a distraction at work. The same applies to working under the influence of medicines that may cause dizziness, lower your concentration, or affect your ability to operate machinery (this includes working with chemicals!) These kinds of personal circumstances that hinder the safe execution of your work should always be reported – even if they are temporary – to your superior. Students report these to their study counsellor.

When a conflict with a superior is the cause of the problems, please contact the company medical officer. The company medical officer will treat the matter confidentially. More [information on the company medical officer](#) can be found on the VGM site. It may be necessary to adjust the work or the curriculum. If necessary, advice may be obtained from the company medical officer and/or the AMD. Working under the influence of alcohol or other drugs is never permitted.

### **3.2 Child wish and pregnancy**

To men and women with a child wish, as well as in case of pregnancy, it is sometimes advisable to inform the employer in an early stage because of risks to the reproduction cells or foetus that may already occur before conception or in early pregnancy (even before the 13<sup>th</sup> week). The employer is obliged to protect you and your unborn child, but can only take measures when he/she is aware of the fact. You can make your own judgement yourself, but preferably in cooperation with your superior, using the [checklist child wish, pregnancy and breast-feeding \(link\)](#) and the associated background information on our website. If you need help with, or advice on this matter, you can make an appointment with Mrs. [Marjolijne Samwel](#).

## **4 Working under rules or permits**

Not all research activities are allowed just like that, nor are they all open to everyone. Some activities require a permit, and others require a training as obligated by law. Please keep in mind while planning your research that the application for the proper permits sometimes takes months, and not all courses are available on short notice. Below you will find a listing of special activities. *See table 5 for all web links and mail addresses.*

### **4.1 Reporting new or relocated activities**

Entirely new activities or those that are to be moved must fall under the Environmental Permit, or else be reported to the West-Holland Environmental Administration Bureau (“Omgevingsdienst West-Holland”) through the AMD. In an Environmental Permit the permitted activities are described for a specific facility/building. Therefore, research that is permitted in the Sylvius, cannot always simply be moved to the LUMC. The Environmental Permits are available for inspection at the AMD.

### **4.2 Ionizing radiation (radioactivity)**

To be allowed to work with radioactive substances the “radiation worker level 5B” (“stralingswerker niveau 5B”) course must be finished successfully first. To be allowed to work with radiation equipment you need the “radiation worker level 5A” (“stralingswerker niveau 5A”) course. These are external courses with theoretical and practical elements, for which you may apply through the coordinating [radiation expert \(link\)](#) after your [application for radiation technician \(link\)](#). After obtaining a sufficient grade in the exam you are allowed to perform radiation work. You will receive a legally recognized certificate and your name will be listed in the national register.

The purchase, removal, or moving of equipment with a radiation source must be reported to the AMD. The faculty is obliged to register the location and type of equipment. In case of removal of radiation equipment the source needs to be taken out and removed separately. The device must be released by a radiation expert.

#### **4.3 Import of animal byproducts, such as plasma, embryos, and such**

The university possesses a continuing import permit. The import must be through Schiphol, and the transport documents must contain the permit number of the exemption. Please contact the BSO (Biological Safety Officer) beforehand about the proper proceedings, to prevent seizure of the shipment by customs.

#### **4.4 Laboratory animals, GMOs, and pathogens**

Working with laboratory animals is subject to strict legal and university rules. Please contact the laboratory animal expert of the Leiden University for the obligatory Art. 9 or Art. 12 training (Dutch Laboratory Animals Act, “Wet op de Proefdieren”) and required permits. A detailed project permit is required for working with genetically modified organisms (GMOs). In addition, the laboratory type and the exact location need to be covered by the Environmental Permit. Finally, [all personnel working with GMOs must be registered](#), and follow an internal training. (Please, check our website for the next possibility.) The training also applies to students.

In case of any changes (*for example, location of activity, level change of the lab, different VM, new host, new vector, etc.*) you should always first contact the biological safety officer (BSO) of the AMD.

Before performing any experiments with class 3 or 4 pathogenic biological agents, the BSO must be informed. If you work with class 2 pathogens, you should consider the propagation route when you choose your work methods.

#### **4.5 Synthetic nanomaterials**

In many cases the effects of synthetic nanomaterials on our health are unknown. However, more and more clues are found indicating that asbestos-like effects may be expected for some types of nanomaterials. Nanomaterials fall in the class of “new risks”, with which the faculty wants to deal responsibly. Therefore, please first contact the AMD for a risk assessment of the intended activities when you are going to work with nanomaterials, whether you purchase and use these, or make these in the lab. Based on the risk assessment we will judge which risk reducing measures need to be taken. A [risk classification of the lab](#) or fumehood might be required.

## 5 Direct links for reporting and more information

Subject	Report forms	More info / links	Do you still have questions?
Incidents, near incidents, and dangerous situations	<a href="#">Form on the VGM website</a>	<a href="#">More about incidents, reporting, and the analysis on the VGM website</a>	<a href="mailto:amd@science.leidenuniv.nl">amd@science.leidenuniv.nl</a>
Moving of groups to new locations, and Application for a new room classification	Report moving by mail	<ul style="list-style-type: none"> <li><a href="#">Use this checklist when you move (in Dutch)</a></li> </ul>	<a href="mailto:amd@science.leidenuniv.nl">amd@science.leidenuniv.nl</a>
Leaving or moving of ACP (EHS contact), BHV, first-aid, evacuation officer, VM, or lab supervisor	Report moving with the digital form or download this <a href="#">printed version (link)</a>	<ul style="list-style-type: none"> <li><a href="#">Use this checklist for leaving employees (new!)</a></li> <li><a href="#">Use this checklist for moving (both in Dutch)</a></li> </ul>	<a href="mailto:amd@science.leidenuniv.nl">amd@science.leidenuniv.nl</a>
Emergency and first aid officers (BHV, first-aid, evacuation officer)	Application for evacuation officer via mail to BHVorg; first aider and BHV are not open for non-Dutch speakers	<a href="#">Emergency response teams (AMD information sheet A041)</a>	<a href="mailto:BHVorg@science.leidenuniv.nl">BHVorg@science.leidenuniv.nl</a>
GROS	Form to get access to SAP-SRM and GROS upon employment (via superior)	<a href="#">Registration Manual Dangerous Substance</a> (GROS, Dutch only)	<a href="mailto:gros@science.leidenuniv.nl">gros@science.leidenuniv.nl</a>
Company medical officer	In case of sexual harassment and bullying: <a href="#">Form on the VGM website</a>	<ul style="list-style-type: none"> <li><a href="#">Contact information company medical officer</a></li> <li><a href="#">More about incidents, reporting, and the analysis on the VGM website</a></li> </ul>	Phone number reception VGM: 8015
GMO	<a href="#">New employee GMO</a> <i>Changes by mail</i>	<a href="#">Working safely using biological material</a> <i>*new courses will be reported on the AMD-website startpage</i>	<a href="mailto:BVF@science.leidenuniv.nl">BVF@science.leidenuniv.nl</a>
Radiation	<a href="#">New employee Radiation</a> Report waste by e-mail	<a href="#">Working safely with ionizing radiation</a> (Information sheet VOM080)	<a href="mailto:isotopen@science.leidenuniv.nl">isotopen@science.leidenuniv.nl</a> or about waste: <a href="mailto:RA_afval@science.leidenuniv.nl">RA_afval@science.leidenuniv.nl</a>
Child wish and pregnancy		<a href="#">Checklist child wish, pregnancy and breast feeding</a>	Marjolijne Samwell <a href="mailto:m.samwel@science.leidenuniv.nl">m.samwel@science.leidenuniv.nl</a>
Synthetic nanomaterials	Please contact the AMD for risk and research assessment	<a href="#">Working safely using nanomaterials</a> <a href="#">Use of engineered nanomaterials in Dutch academic research settings</a>	<a href="mailto:m.samwel@science.leidenuniv.nl">m.samwel@science.leidenuniv.nl</a>
AMD website and AMD information	<a href="#">Report broken links, give us suggestions, and rate the AMD website</a>		<a href="mailto:AMD-webmaster@science.leidenuniv.nl">AMD-webmaster@science.leidenuniv.nl</a>